

## Information for Participants



### Copenhagen

Copenhagen is the capital and most populated city of Denmark, with an urban population of 1,246,611 and a metropolitan population of 1,969,941 (as of 1 January 2014).

The Danish capital is known as one of the most bicycle-friendly cities in the world. Every day 1.2 million km are covered by Copenhagen's cyclists. Some 37% of all citizens cycle to work, school or university. The city's bicycle paths are extensive and well used. Pedestrians are advised to be aware of bicycle traffic when crossing the street.

Copenhagen is in the oceanic climate zone. Its weather is subject to low-pressure systems from the Atlantic which result in unstable conditions throughout the year. The Gulf Stream brings warmer water across from the Gulf of Mexico causing average temperatures to be some 5 degrees higher than would be expected for the city's latitude of 55 degrees North. Expect temperatures around 9°C (48F) in October.

### Venue

Tivoli Congress Center is located under the same roof as Tivoli Hotel and offers 396 hotel rooms and suites, two restaurants, fitness centre and a large swimming pool. Additional accommodations are available at the next door hotel Wakeup Copenhagen.

**Tivoli Hotel & Congress Center**

Arni Magnussons Gade 2

DK-1577 Copenhagen V

Tel. +45 4599 0000

<http://www.tivolicongresscenter.com/>

[info@tivoli-cc.dk](mailto:info@tivoli-cc.dk)



The location in the heart of Copenhagen offers direct access to shopping, amusements, museums, world-famous architecture and surrounding nature with minimal transportation time.

**Getting from Copenhagen Airport to venue**

**Public**

Take the train direct from Copenhagen Airport Terminal 3 on track 2 to Copenhagen. Get off at Copenhagen Central Station and take bus 11A (towards Tivoli Hotel), which stops right in front of the hotel or walk to the hotel, which is within 8-10 minutes walking distance.

Tickets from the airport to Copenhagen Central Station are also valid on the bus, metro and S-train. You will need a ticket for 3 zones, which costs DKK 36.

Total travel time: Approximately 30 minutes

**Taxi**

All taxis are metered and accept all major international credit cards. Taking a taxi from the airport will cost approx. DKK 300.

Travel time: Approximately 30 minutes, depending on traffic.

Map below: Black arrow points to Copenhagen Central Station. Red arrow points to the 11A bus stop on Arni Magnussons Gade in front of the entrance of Tivoli Congress Center.



## Accommodation at the conference venue

### Tivoli Congress Center

Arni Magnussons Gade 2, 1577 København V

Discounted rates available until August 23th 2014. Booking via corporate login on:

<http://www.tivolihotel.com/arpbe/web/en/login/45277128>

Choose the price “IPCC conference 2014” which includes breakfast (DKK 1120 per single room per night).

### Wake up Copenhagen

Carsten Niebuhrs Gade 11, 1577 København V

Discounted rates available until August 23th 2014. Booking via corporate login on:

<https://www.wakeupcopenhagen.com/arpbe/web/en/login/45277128>

*Please be aware of the following when booking at Wakeup:*

It is very important that when booking through the homepage to choose Carsten Niebuhrsgade among the hotels, to avoid risking to book rooms at the wrong hotel.

You also have to choose the price "Corporate". Corporate price includes breakfast (DKK 570 to 770 per single room per night) and this will also be reflected when you book the room.

Unfortunately, a small box will appear where it is possible to choose breakfast, this must not be done because it is inclusive. The hotel currently has no options to remove this box.

Prices include buffet breakfast, free internet, 25% VAT, service and environmental fee.

Payment Terms: Guests pay directly to the hotel.

**Copenhagen has an extended amount of hotel and accommodation options. Below you may find a few suggestions:**

**Copenhagen Island \*\*\*\*** Kalvebod Brygge 53, 1560 København V  
<http://www.copenhagenisland.com/>

**Copenhagen Strand \*\*\*** Havnegade 37, 1058 København K  
<http://www.copenhagenstrand.com/>

**Hotel Maritime \*\*\*** Peder Skrams gade 19, 1054 København K  
<http://www.hotel-maritime.dk>

**Low budget/ hostels:**

**Hotel Løven**, Vesterbrogade 30, 1 sal København V  
<http://www.loevenhotel.dk/eng.html>

**Cabinn City**, Mitchellsgade 14, 1568 København V  
<https://www.cabinn.com/en/hotel/cabinn-city-hotel>

**Danhostel Copenhagen City**, H.C. Andersens Boulevard 50, 1553 København V  
<http://www.danhostel.dk/en/hostel/danhostel-copenhagen-city>

## Visa

Do you need a visa? Check out this list: [http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/visa/need\\_visa/who\\_needs\\_visa.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/visa/need_visa/who_needs_visa.htm)

If you are not an EU-citizen, you need to apply for a 90 days short term visa at the Danish Embassy or consulate in your country or at the embassy, which represents Denmark concerning visa applications. You can submit it in another country if you are there legally and there is a valid reason for not submitting the application in your country of residence.

Please read and follow the guidelines below carefully. Failure to do so might cause you to not get your visa in time.

## **Guidelines concerning Visa Application**

### **When should you apply for the visa?**

You cannot submit your visa application earlier than 3 months before the expected date of arrival in Denmark. A visa application must normally be decided on within 15 days. In some cases however, the case processing might be up to 30 days and in rare cases 60 days.

### **Who may apply for a visa on your behalf?**

You must submit your visa application in person. You will need to be fingerprinted if you submit your application in North Africa.

### **As you submit your Visa application, you need to bring:**

- A signed and completed Application Form for Schengen Visa. You find the form here: [http://www.nyidanmark.dk/NR/rdonlyres/D4785E07-7C27-4AC6-970D-7FF3A8C7602D/0/application\\_schengen\\_visa.pdf](http://www.nyidanmark.dk/NR/rdonlyres/D4785E07-7C27-4AC6-970D-7FF3A8C7602D/0/application_schengen_visa.pdf)
- A passport, valid at least 3 months after expiry of the visa. It must have at least 2 blank pages and not be older than 10 years.
- A passport photo attached to the Application Form. It must be 35mm x 45mm and the distance from your chin to the top of your head should be between 30mm and 36mm. The photo must have a light background, be no older than 6 month and you should be facing the camera directly.
- A travel medical insurance with minimum coverage of €30.000 and valid in the Schengen region for the entire visa period.
- Registration letter for the IPCC sessions.
- Payment of visa fee (typically €60). Remember to get a receipt for your organization

Before submitting your application, please consult the embassy's website to find out, whether there are country-specific requirements to add to what is listed above.

According to the Schengen rules border posts do normally not issue visas, except for quite uncommon circumstances (e.g. entry with a purpose of attending the funeral service of a deceased family member, when it can be proved that there has not been any possibility to apply for a visa beforehand) and it may only happen, if the applicant can verify that he/she was unable to take the visa in advance, beside these conditions are collectively granted:

- a) the applicant must satisfy the conditions of entry and stay;
- b) the applicant have to verify that he/she was not in competence to apply for a visa in advance;

the applicant's return to the country of origin or residence or transit via a non-Schengen state is certain.

If you have any problems with obtaining your visa please contact: [ipcc40cph@dmi.dk](mailto:ipcc40cph@dmi.dk)

## **Currency**

The currency in Denmark is Danish Kroner (DKK). One krone is divided into 100 Øre.

Coins are circulated in the following denominations: 50 Øre (copper), 1 Krone, 2 Kroner, 5 Kroner (silver, each with a hole in the centre) 10 and 20 Kroner (both brass).

Bank notes are issued in denominations of: 50, 100, 200, 500 and 1,000 Kroner

\$10 converts to approximately 55 Danish Kroner

€10 converts to approximately 75 Danish Kroner

## **Credit cards**

In Copenhagen major credit cards are widely accepted at hotels, stores, cafes and restaurants. It is a good idea always to ask beforehand though. Some places might charge a fee when accepting foreign credit cards as payment.

Be sure to bring your PIN code and a picture ID when using a credit card in Denmark.

## **ATMs/cash machines**

ATMs offer a convenient way of withdrawing Danish money on a credit or debit card. Most banks have ATMs outside that are open 24 hours. All major cards are accepted.

## **Banks and bureaux de change**

Banks are open from 09:30 to 16:00 on weekdays with late hours until 18:00 on Thursdays (closed Saturdays and Sundays).

Bureaux de change are open during weekends, for example Forex at Copenhagen Central Station.

## **Cheques**

Personal cheques made out by foreign visitors are normally not accepted, but banks cash Euro cheques and recognised traveller's cheques at a fee.

## **Tax**

Danish prices include 25 percent Value Added Tax (VAT). It is refundable on goods for persons who are non-EU residents and who are travelling to a non-EU destination. Tax free shopping is possible in many major shops and department stores in Copenhagen.

## Tipping

In Copenhagen, service is normally included in the bill at restaurants, hotels and taxis. If you receive an extraordinary good service, you are welcome to reward it with a tip, but it is not expected. If you do so 10 percent of the bill is sufficient.

## Emergencies

In case of an emergency dial 112. It is a free call which will connect you to the police, fire brigade or hospital.

## Time zone

Denmark follows Central European Time (CET) which is one hour ahead of Greenwich Mean Time (GMT) and six hours ahead of Eastern Standard Time (EST).

From the last Sunday in March to the last Sunday in October, the country has Daylight Saving Time, meaning that the clocks are turned one hour forward.

## Electricity

Denmark, like most other European countries, has 220-volt AC, 50Hz current and uses two-pin continental plugs. Please bring an adaptor if needed.



## Smoking

Denmark has a smoking ban in all public indoor areas along with most other western European countries. In Copenhagen smoking is therefore forbidden in public buildings and private businesses - including restaurants, pubs, shops, public transport, entertainment venues and workplaces.

## Weather

The climate in Copenhagen follows the four seasons of the northern hemisphere, but temperatures can vary considerably during the year. In October average temperatures are 12 °C during the day and 7 °C in the night. Occasional rain and strong wind is to be expected.